



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: June 16, 2014  
CLOSING DATE: June 27, 2014 12:30 Hours, Ghana local time

**SUBJECT: SOLICITATION No. 624-14-012: RESIDENT HIRE U.S.PERSONAL SERVICES CONTRACTOR PROGRAM AND RESEARCH ANALYST**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/ West Africa), is seeking applications from qualified U.S. citizens currently residing in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Program and Research Analyst position will be located in Accra, Ghana.

All applications packages are to be submitted to:

Via courier **Regional Executive Office  
USAID/West Africa  
No. 24 Fourth Circular Rd. CT  
P.O. Box 1630  
Accra, Ghana**

Via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov). Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. **FORM OF612 must be signed. Incomplete and Unsigned applications will not be considered.**

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Janine Scott  
Executive Officer

U.S. Agency for International Development  
No. 24 Fourth Circular Rd.  
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200  
Fax: 233-302-741-365

**SOLICITATION NUMBER:** 641-14-012

**ISSUANCE DATE:** June 16, 2014

**CLOSING DATE/TIME:** June 27, 2014 AT 12:30 Hours, Ghana Time

**POSITION TITLE:** Program and Research Analyst

**MARKET VALUE:** (\$50,790-\$66,027) the market value for this position is equivalent to GS-11 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**AREA OF CONSIDERATION:** Open to all U.S. citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

**PERIOD OF PERFORMANCE:** Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

**PLACE OF PERFORMANCE:** Accra, Ghana

**SECURITY/MEDICAL CLEARANCE:** Must obtain Employment authorization and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **1.0 BACKGROUND**

USAID/West Africa is an independent Operating Unit of the United States Agency for International Development (USAID), responsible for managing development programs that cover 21 countries<sup>1</sup>, seven of which have bilateral USAID missions. The Strategic Plan of USAID/West Africa envisions “*Social and economic wellbeing advanced by West Africans.*” The Mission is committed to achieve this goal through programs in the following areas: peace and governance, health, agriculture and food security,

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<sup>1</sup> USAID/WA's regional health program served the following 21 nations: Benin, Burkina Faso, Cameroon, Cape Verde, Chad, Côte d'Ivoire, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, São Tomé and Príncipe, Senegal, Sierra Leone, and Togo. Eighteen of the 21 USAID/WA countries have a US Embassy presence (Equatorial Guinea is supported by Cameroon, Guinea Bissau by Senegal, and São Tomé and Príncipe by Gabon). The USAID/WA health program also includes activities in all 15 member countries of ECOWAS.

environment and natural resources management and trade and investment. USAID/West Africa coordinates and enhances other USAID programs in the region and builds and sustains partnerships with West African governments and regional institutions to focus on four foreign policy objectives:

- Peace & Security
- Governing Justly & Democratically
- Investing in People (health and education)
- Economic Growth (Agriculture, Trade and Investment and Natural Resource Management)

With more than 350 million inhabitants, the West Africa region ranks as the poorest with the lowest level of human capital development, and the highest in population growth, and maternal and child mortality. Almost half of the 510,000 women dying worldwide as a result of complications related to pregnancy and childbirth occurs in sub-Saharan Africa. Regional health systems are severely limited, with inadequate service provision in most national programs. Most institutions have limited absorptive capacity. Inter-governmental and national partners are limited by weak regional and national systems and inadequate financial support. The USAID/West Africa Health office, under the Investing in People objective, works to increase utilization of quality health services through West Africa partners. The vision of the office is to be a “recognized leader in improving health status of vulnerable populations in West Africa, especially that of women and children, by promoting and building partnerships to scale up evidence based interventions”.

## **2.0 BASIC FUNCTION OF POSITION**

This position is located in the USAID/WA Regional Health Office. The office implements regional family planning, HIV/AIDS prevention, care and support, maternal and child health, evaluation and research and capacity strengthening activities in West Africa.

The primary purpose of this position is to serve as the Regional Health Office Program and Research Analyst in program matters within the USAID/WA Regional Mission. The incumbent reports to the Regional Health Office Deputy Director or his/her designee and provides assistance in all aspects of activity level implementation and has a full range of consultative, monitoring, and information gathering functions of a broad scope and complexity. The incumbent assists the Regional Health Office staff in maintaining relationships and representing USAID/WA with senior USAID officials in the Mission, key USAID/Washington staff and USAID Africa Bureau on technical issues.

## **3.0 MAJOR DUTIES AND RESPONSIBILITIES**

### **Program Coordination (40%)**

The Program and Research Analyst assists the Regional Health Office staff in various aspects of activity level analysis, and reporting. This includes:

- Leading the preparation of the Operational Plan, Performance Plan Report, Mission Resources Request, and Congressional Budget Justification, and other ad

hoc reporting requirements to ensure timely and accurate information is provided when needed by the Regional Program Office and USAID/Washington;

- Working closely with the deputy director or designee, lead the preparation for portfolio reviews and checking activity level results for accuracy and consistency against planned results, benchmarks and milestones;
- Assisting with the design and development of proposals for activities. Compiles and summarizes supporting evidence through internal and external literature reviews;
- Tracking progress on activity level work plans, as needed, for regional health interventions and raising issues to the attention of the appropriate COR/AOR/AM;
- Drafting routine communications tasks for Regional Health Office, such as drafting country updates, monthly updates, briefs, statements of work and articles for the health quarterly, ParlerHealth;
- Liaise with the program office budget analyst to complete the amendment to the RHO's Strategic Objective Agreement (SOAGs).
- Other reporting and activity level analysis duties as required.

#### **Technical Management and Oversight (30%)**

- The Program and Research Analyst provides technical and management oversight of activities. In this capacity, he/she will:

Serve as the gender focal point for the RHO. S/he ensures that all ongoing and new projects include a gender lens and are in line with the USG directives on gender and women empowerment. S/he works closely with the Mission's gender advisor to keep abreast of the latest development and participates in the drafting and/or design of mission orders. S/he represents the RHO on all matters related to gender.

Serves as activity manager of field support for the Demographic and Health Survey; a \$600,000/year investment and for the RHO's evaluation mechanism; a \$17.5 million contract. This means the incumbent must keep track of country requests, liaise with USAID/Washington, track budgets and funding level. S/he works closely with the COR of the evaluation mechanism to manage bilateral missions scopes of work on key research activities. In this capacity, s/he serves in an advisory capacity.

#### **Performance Management (30%)**

- The Program and Research Analyst assists the Regional Health Office staff to document results of meetings with implementing partners, site monitoring visits, data quality assessments, evaluations and leveraging. This also may include, but is not limited to:

- Drafting agreed upon actions and next steps from meetings between CORs/AORs/AMs and implementing partners;
- Assisting CORs/AORs/AMs to maintain the office's Master Site Visit Plan and Leveraging Results Matrix;
- Ensuring that documents required for performance management are fully completed.

#### **4.0 EVALUATION CRITERIA REQUIRED FOR THE POSITION**

##### **MINIMUM REQUIREMENTS:**

- **Education**

A minimum of a bachelor's degree in development studies, social science, economics, business or public administration is required. A Master's degree in public health or related field is highly desirable.

- **Experience**

A minimum of five years of progressively responsible experience in project-related work, which has included analyzing problems, working with teams to develop solutions, writing analytic reports, and using empirical data to improve the effectiveness of the work product is required. Experience conducting and/or managing field research is highly desirable.

- **Language Proficiencies**

Level IV (fluent) in English is required and French proficiency (Level III) is desired.

- **Knowledge**

A solid knowledge of basic development principles, program and project development, research, budgeting, management, and analytical skills to assess activity feasibility is required.

- **Skills and Abilities**

Ability to analyze activity implementation issues and to develop ways to solve them. Excellent writing and speaking ability. Good interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership when necessary, and effectively coordinate with internal and external stakeholders in a multi-cultural setting. Ability to organize work, develop schedules, and meet deadlines. Ability to use word processing, e-mail, presentation and spreadsheet computer applications.

##### **SELECTION CRITERIA:**

##### **Education (10 points)**

A minimum of a bachelor's degree in development studies, social science, economics, business or public administration is required. A Master's degree in public health or related field is highly desirable.

**Experience (30 points)**

A minimum of five years of progressively responsible experience in project-related work, which has included analyzing problems, working with teams to develop solutions, writing analytic reports, and using empirical data to improve the effectiveness of the work product is required. Experience conducting and/or managing field research is highly desirable.

**Language Proficiencies (10 points)**

Native fluency in English is required. Outstanding writing and oral communication skills are required. Level IV (fluent) in English is required and French proficiency (Level III) is desired.

**Knowledge (25 points)**

A solid knowledge of basic development principles, program and project development, research, budgeting, management, and analytical skills to assess activity feasibility is required.

**Skills and Abilities (25 points)**

Ability to analyze activity implementation issues and to develop ways to solve them. Excellent writing and speaking ability. Good interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership when necessary, and effectively coordinate with internal and external stakeholders in a multi-cultural setting. Ability to organize work, develop schedules, and meet deadlines. Ability to use word processing, e-mail, presentation and spreadsheet computer applications.

Maximum Points Available: 100

**5.0 OTHER SIGNIFICANT FACTS**

**Supervisory Controls:** The Program and Research Analyst is supervised by the Deputy Office Director or Designee. The incumbent plays a key role in advising on project and activity issues and provides overall program support to Regional Health Office CORs/AORs/AMs. The Program and Research Analyst also plays a key role in assisting CORs/AORs/AMs to monitor, document and communicate activity level results and assisting them to track progress on achieving activity level work plans. Once general guidance is provided and assignments are set, the incumbent is required to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and meeting of deadlines. Completed work is reviewed for quality, appropriateness, and conformance. The incumbent is required to work in a collaborative fashion with other professional staff inside and outside USAID/WA. The incumbent is expected to keep his/her supervisor apprised of progress in assigned activities.

**Guidelines:** The incumbent must be familiar with USAID assistance management regulations. S/he will need to apply these regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. Some of the knowledge, methods, and techniques from the occupational field are established and commonly accepted. However, in some important respects they are not well defined, or are controversial or untested, and

frequently require interpretation and modification. A variety of clear, definitive guidelines is available that permits a choice of alternate courses of action. Some situations however, require interpretation and deviation from existing guides.

**Complexities:** The incumbent must be able to assume a wide range of various strategic programmatic and project management tasks and be able to independently identify the appropriate action needed. Clear guidance is not always available.

**Scope and Effect:** The scope of the incumbent's work will be very wide s/he is likely to work on a wide range of activities.

**Nature, Level and Purpose of Contacts:** Contacts are established and maintained internally with the USAID/WA Program Office, USAID/WA Regional Technical Offices, Regional Office of Financial Management, and Regional Office of Acquisition and Assistance to seek advice and gather information. Externally, the incumbent may be required to communicate and coordinate with regional implementing partners, U.S. Embassies, other USG agencies, and other donors related to activity coordination and implementation in the West Africa region.

**Supervision Received:** The Program and Research Analyst works under the direct supervision of the Regional Health Office Deputy Director or his/her designee.

**Supervision Exercised:** None.

**Available Guidelines:** The incumbent must understand and be knowledgeable of guidelines which include Agency regulations, Automated Directive System requirements, Africa Bureau procedural guidance, Agency procurement guidance, Mission Orders and professional development literature.

**Exercise of Judgment:** A high degree of independent judgment is required in reviewing and documenting activity results, and managing assigned tasks, such as compiling information for quarterly accruals, performing routine data collation and entry into the office's performance management system, assisting with activity budget analysis, assisting with preparation for portfolio reviews, and responding to ad hoc USAID Washington requests and/or taskers for technical activity related information.

**Authority to Make Commitments:** None

**Physical Demands/Work Environment:** Incumbent will be expected to travel throughout West Africa for project monitoring ~10% of his/her time. While in Ghana, s/he will be assigned an office at the USAID building.

**Time Requirement to Perform Full Range of Duties:** One year

**Post Entry Training:** Post entry training will focus on USG rules and regulations that govern grants, contracts and field support activities; USG activity management and procurement systems; USG technical guidance concerning HIV/AIDS and Family Planning/Reproductive Health. Other formal training, attendance at workshops, seminars and conferences (both internal and external)

may be provided from time to time depending on the availability of funds and if determined to be in direct support of activities.

## **7.0 INSTRUCTIONS TO APPLICANTS:**

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy an Application for Federal Employment Form (OF-612), forms are available at <http://www.usaid.gov/forms/>.
- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

**All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Standard Form OF-612
- \*2. DS-6561 Physical Examination
- \*3. SF-86 Questionnaire Sensitive Positions (for National Security)
- \*4. FD 258 Finger Print Card
- \*5. AID 500-4 Fair Credit Reporting Act of 1970, as amended
- \*6. AID 500-5 Notice Required by the Privacy Act of 1974
- \*7. AID 610-14 Authority for Release of Information
- \*8. AID 6-85 Foreign Activity Data (AID 6-85a continuation page)
- \*9. AID 6-1 Request for Security Action

*\* Forms 2 through 9 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.*

**8.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)** contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. AIDAR Appendix D applies to USPSCs and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>

## **9.0 BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a resident –hire USPSC is normally authorized the following benefits:

### **BENEFITS:**

- a) Employee's FICA Contribution
- b) Contribution toward Health & Life Insurance (*except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse's Government health insurance policy and retired U.S. Government employees shall not be paid additional contributions for health or life insurance under this contract*)
- c) Pay Comparability Adjustment (If applicable)
- d) Annual Increase
- e) Eligibility for Worker's Compensation
- f) Annual and Sick Leave

**FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.**

**(END OF SOLICITATION)**